



**BUILDING & SAFETY MINIMUM PLAN SUBMITTAL STANDARDS
CONVERSION OF RESIDENTIAL GARAGE TO HABITABLE SPACE**

NOTE: DUE TO SITE SPECIFIC CONDITIONS ADDITIONAL INFORMATION MAY BE REQUIRED.

- ___ **Title Sheet Information:** Provide project address, Assessors Parcel Number (APN), scope of work, proposed project square footage, current applicable California Building Code(s), occupancy grade and division, type of construction, name and contact information of associated professionals for this project.

- ___ **Site Plan:** Provide vicinity map, parcel footprint with property lines illustrated, street(s) identification, existing and proposed use of structures, existing and proposed structure(s) dimensions to property lines, utility services and septic system locations (if applicable), tree(s) locations (whether specimen is native or non-native, if applicable), earth contours, drainage flow, utility and road access easements, North arrow, plan scale (example: 1/8"= 1'-0").

- ___ **Zoning/Land Use General Information:** Provide (2) parking spaces (off-street). *Please contact the Planning and Development Department for their requirements for project submittal.*

- ___ **Foundation Plan:** Provide dimensioned details of new built-up curb in existing vehicle garage door opening to match existing curb **or** alternate method of weather protection, existing floor slab & curbs detail, vapor barrier or equivalent, size and placement of structural anchors and reinforcement, floor joists or sleepers, if applicable.

- ___ **Floor Plan:** Provide existing and proposed room(s) use (e.g. livingroom, bedroom, den, etc.), dimensioned interior wall partitions, location, size and type of existing and proposed door(s) and window(s). Provide location and type of electrical fixtures, outlets and switches, main electrical panel with amperage rating and smoke detector(s). Provide location, size and type of proposed plumbing fixtures, and new connection to existing building drain or sewer (if applicable). Provide location and rating of existing or proposed heating system, ducts, registers and method of ventilation.

- ___ **Framing Plan:** Provide size, type and configuration of proposed ceiling joists, roof rafters, beams, and door and window headers. Provide location, size and type of attic access, new interior walls and braced wall panel(s), if applicable. *Structural calculations are required for engineered items only.*

- ___ **Exterior Elevations:** Provide elevations that detail vertical dimensions of existing and proposed wall(s), projections, door(s) and window(s). Specify existing or proposed wall and roof material.

- ___ **Energy Conservation:** Provide location and insulation R-value in building envelope, current energy compliance documents and mandatory features.

- ___ **Specialty Items** – Provide manufacturer’s specifications with model number and approval listing for proposed fireplace inserts.

REMARKS: _____

